

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Paralegal Investigator
Position Number: 58101802
Division: Legal Services
Band/Salary: Band 5 / \$15.54 - \$18.33/hr DOQ
Type of Employment: Permanent/Full-time
Location: Helena
Union: No
Supplement: No
Closing Date: October 26, 2007

The Department of Revenue is looking for energetic and enthusiastic individuals who enjoy working in a fast-paced legal environment. To perform successfully as a Paralegal, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires skills and the ability to communicate effectively and respectfully with co-workers. If your strength is in the legal field and you have the ability to make sound decisions and be accountable for them, we encourage you to apply.

Maintains and reviews case files and summarizes the issues for the attorney in preparation for the department's response or action. Drafts legal and administrative documents as appropriate. Reviews specialized legal documents to determine appropriate action to be taken by the department. Evaluates and formulates preliminary research on interpretive questions or problems received from legal staff. Assists attorneys in drafting all legal pleadings and correspondence, ensuring all documents comply with court/board requirements and that all filing deadlines are met. Assignments require innovative and advanced application of legal theories in providing investigative, analytical, and research assistance to staff attorneys.

- Knowledge of law office practices and procedures, administrative and court procedures, the preparation and use of legal documents.
- Ability to use legal research methods and techniques to identify critical elements and issues.
- Knowledge of general office administrative duties such as making travel and training arrangements, locating information, receiving and processing mail, maintaining files, and other related office practices.

The above competencies are typically acquired through a combination of education and field-related experience. Formal training in paralegal work, coupled with experience in a paralegal position is desirable. Preferred applicants will have earned a 2-year certificate with two years of experience or a 4-year certificate or equivalent. Knowledge of Westlaw or Lexis research programs a plus. Experience working with Amicus Attorney Case Management software a plus. All combinations of education and experience will be evaluated on an individual basis.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$30,000/yr is:

Wages:	\$30,000.00
Benefits:	\$ 7,000.00
Retirement:	\$ 2,070.00

Total Average Wage Package **\$39,070.00**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue

PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.